



Original Approval Date: February 5, 2021

Most Recent Approval:

Most Recent Editorial Date: April 28, 2023

Parent Policy: Vehicle Management and Driver Safety Policy

Driver Authorization Procedure

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice President (Human Resources, Health, Safety and Environment)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B : Definitions and Categories); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Anyone operating a **university vehicle** while conducting **university affairs** must be an **authorized driver** as approved by the University of Alberta Fleet Safety Advisor.

The U of A automobile insurance applies to the operation of university owned, rented and leased **vehicles** by authorized drivers. Your personal insurance provider will respond to a claim arising from the use of your personal automobile.

Driver authorization and safety requirements were developed in accordance with National Safety Code standards, provincial legislation, and insurance requirements.

Purpose

The purpose of this procedure is to outline U of A driver authorization requirements and to describe the authority of the Fleet Safety Advisor to suspend or revoke the privileges of anyone operating a university vehicle while conducting university affairs.

Procedure

All U of A driver authorization requirements must be met before an individual can be authorized to operate a university vehicle.

1. APPLICATION FOR AUTHORIZATION

Members of the university community who intend to operate a university vehicle for university affairs must submit an Application for University Driving Privileges and Consent to Obtain a Driver Abstract form to the Fleet Safety Advisor.

The Fleet Safety Advisor will obtain abstracts on behalf of drivers whose licenses were issued in Alberta. Drivers licensed outside of Alberta must obtain and submit a three year driver abstract from the issuing province or state upon first application, and every six months thereafter.

2. MINIMUM AUTHORIZATION REQUIREMENTS

Authorization to operate a university vehicle for university affairs can only be granted when applicants meet or exceed all of the following minimum requirements:

1. 19 years or older.
2. Possess a valid Class 5 driver's license, or equivalent, issued by a Canadian province, territory or by the United States. (Graduated and Probationary Licenses are not acceptable).
3. Have fewer than six demerit points and fewer than three moving traffic violations during a three year driving history dated within 60 days of the application for university driving privileges.
4. Submit a signed and dated Application for University Driving Privileges to the Fleet Safety Advisor.
5. Attend and successfully complete the online University of Alberta Defensive Driving Course, or the provincially recognized defensive driving course or demerit reduction course completed within two years prior to submission of the application form.
6. Successfully complete a driver evaluation conducted by the Fleet Safety Advisor or designate.

3. EXCEPTIONS

Faculty and support staff employed prior to March 1, 2003 who drive university vehicles occasionally for employment purposes are not currently required to complete a driver safety course or driver evaluation.

4. PASSENGER VANS AND BUSES DESIGNED TO CARRY TWELVE TO TWENTY-FOUR PASSENGERS

Authorized drivers who are required to operate vehicles designed to carry 12 to 24 persons (including the driver) when carrying passengers must meet or exceed the “Minimum Authorization Requirements” section above, and the following requirements:

1. 21 years or older and
2. Possess a valid Alberta Class 4, Class 2 or Class 1 driver’s license, or equivalent, with fewer than six demerit points, and fewer than three moving violations;
3. Successfully complete a University of Alberta large passenger van operator orientation and evaluation conducted by the University of Alberta, Fleet Safety Advisor or designate

5. BUSES DESIGNED TO CARRY TWENTY-FIVE PASSENGERS OR MORE

Authorized drivers who are required to operate vehicles designed to carry more than 24 passengers must meet or exceed the “Minimum Authorization Requirements” section above and the following requirements:

1. 25 years or older and
2. Possess a valid Alberta Class 2 or Class 1 driver’s license, or equivalent
3. Successfully complete a University of Alberta large passenger bus operator orientation and evaluation conducted by the University of Alberta, Fleet Safety Advisor or designate

6. SUSPENSION OF UNIVERSITY DRIVING PRIVILEGES

The Fleet Safety Advisor will review, suspend, or revoke authorization to drive university vehicles when drivers:

1. Exceed six or more demerit points or three violations at any time.
2. Are suspended, disqualified or prohibited from operating a motor vehicle in any Canadian province or territory or in the United States.
3. Are convicted of any unsafe and/or careless act(s) while operating a vehicle.
4. Are involved in two at-fault motor vehicle incidents, collisions, or validated complaints within two years.
5. Operate a university vehicle in such a manner that put themselves, their passengers or the public at immediate and significant risk of harm or injury.

The above suspension criteria may be in addition to penalties levied by the court and applies to operation of all motor vehicles including farm tractors, ATVs, forklifts, and other machinery.

Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
University vehicle	University owned or leased cars, trucks and buses, off-highway equipment and short term (under 30 days) third party rental vehicles used for university affairs.
Personal vehicle	A vehicle that is owned or leased by an individual in their name and is owned or leased for personal use.
University affairs	Any activity that is directly related to or arising out of the operations of the university at any location.
Authorized driver	University of Alberta faculty, support staff, student, postdoctoral fellow, volunteer or collaborator, who have met university driver authorization requirements and have been authorized by the Fleet Safety Advisor to operate a vehicle while conducting university affairs.
Vehicle	An instrument of conveyance, powered other than by muscular power, used for transporting passengers or things and is a university vehicle, a rental vehicle or a personal vehicle.

Related Links

Application for University Driving Privileges and Consent to Obtain a Driver Abstract form
<https://drive.google.com/file/d/1BnxHFYoliiOBYI4Q1Ryew9Nm0HbyJPbn/view>

Criminal Code of Canada
<https://laws-lois.justice.gc.ca/eng/acts/C-46/>

Fleet Safety Advisor
kenji.kinoshita@ualberta.ca

Transportation Services
<https://bit.ly/3Ti1HrV>

If any of the links are broken, please contact uappol@ualberta.ca [▲Top]
--